



## **MINISTRY AREA: Kids Ministry Assistant**

**Position Title:** Kids Ministry Assistant

**General Description:** The Kids Ministry Assistant supports the Director of Kids Ministry as well as ministry areas from birth-5th grade. This role handles ongoing administrative tasks and assists in strategic planning as well as creative production. The Kids Ministry Assistant must have a passion for excellence and the genuine transformation of kids and parents.

### **Purpose: The Kids Ministry Assistant will**

1. Handle all administrative work as delegated by the Director of Kids Ministry
2. Participate in strategic planning in coordination with the Director of Kids Ministry
3. Partner in creating content for Kids Ministry social media platforms
4. Be a Kids Ministry staff presence on Sunday mornings, generally overseeing one grade school service.
5. Attend ministry/training meetings as invited to function on the larger HPC staff team
6. Regularly attend a Sunday morning service
7. Work to reproduce yourself (raise up future Kids Ministry leaders)
8. Anticipate potential administrative needs before they arise

### **Staffing**

1. Work with KidsMin Director and other KidsMin leaders to build volunteer teams
2. Assist in staffing events that require Kids Ministry programming or childcare.

### **Administration**

1. Manage background checks and character references for all Kids Ministry volunteers and applicants, including Sunday staffing, Awana, Revive, and summer camps.
2. Oversee and support child registration for Kids Ministry events including new guests, Awana, summer camps, special events
3. Maintain Check-In functions, partnering with Check-In team lead.
4. Social Media and communications updating and maintenance
5. Parent communication
6. Oversee birthday communication for volunteers and kids.
7. Work with Communications Team to promote Kid's programming and events
8. Support overall Kids Ministry in large event planning and execution
9. Organization and restocking of Resource Room
10. Data and HUB management

### **Skills/Talents:**

1. High Point Church member (or working towards) who shares our values and vision for ministry and regularly nurtures their own spiritual growth
2. Creative, detail oriented, flexible, and decisive with the ability to organize and coordinate work, set priorities, create and maintain systems, and motivate others
3. Ability to work independently or as a member of a team

4. Ability to multi-task and stay on track with regular interruptions
5. Ability to maintain high standards of confidentiality with sensitive information.
6. Demonstrated interpersonal, verbal, and written communication skills, including
7. strong listening skills
8. Initiative to grow/learn and a desire to lead
9. A positive attitude and outlook
10. A spirit of enthusiasm and optimism
11. The ability to work well with people and to resolve conflict well
12. Sincere humility, a teachable spirit
13. Can draw connections between the big picture and day-to-day logistics
14. Flexibility to handle the ever-changing landscape of Kids Ministry
15. Willing to take constructive criticism and be a team player

### **Education and Experience**

Experience working with kids and/or volunteers

Helpful:

- Adobe Creative Suite, particularly InDesign
- Microsoft Excel
- Google Suite

### **Time**

10-15 hours per week

Sunday: ~2 hours

Weekly on-site: Varies. 4-5 hours outside of Sundays?

Seen as equivalent to a deacon role as it pertains to the spiritual growth and the shaping of people within the congregation, therefore the leadership qualifications of 1 Timothy 3:8-13 apply:

1. Worthy of respect and self-controlled
2. Sincere in heart and faith
3. Full of the Spirit of God
4. Not pursuing dishonest gain
5. Holding onto Biblical Truth
6. Tested and affirmed

*Church staff must have a faithful commitment to Jesus Christ and must demonstrate enthusiastic support of the Articles of Faith, Mission Statement and Core Ministry Values.*

*This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.*

**Direct Report:** HPC Director of Kids Ministry